### APPLICATION FOR RECORDS RETENTION SCHEDULE

GEORGÍA DEPARTMENT OF HUMAN RESOURCES OFFICE OF ADMINISTRATIVE SERVICES **RECORDS MANAGEMENT UNIT** 

For instructions on completing this form contact DHR Records Management Unit, 47 Trinity Avenue, Atlanta, Georgia 30334. Phone - (404) 656-4976 GIST: 221-4983 1. GEORGIA DEPARTMENT OF HUMAN RESOURCES **ARCHIVES AND HISTORY** Commissioner's Office Application Date Application Number Office of Regulatory Services April 25, 1983 Standards and Licensure Application Number 618 Ponce de Leon Avenue, N.E. DHR 83-8 Atlanta, Georgia 30308 Clyde R. Roy, Director 2. Person to Contact 894-5137 Effie Taylor change retention to make uniform with 3. Action Requested a. Establish Retention Schedule; record will continue to accumulate. retention periods for other files series b. Dispose of present accumulation; no further accumulation anticipated. in this unit 74-175-A Check One: 🖾 Change; 🖂 Supercede; c. Amend Application No. 5. Records Series Title (followed by title used in office; if different) 4. Dates of Series Earliest Medicare Medical Care Facilities (Title XVIII) Files What is the function of the Division and the Office in which this record series is created? 6. Division and Office Function This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. 7. Records Series Description Documents relating to: Included are: File is arranged: 8. Monthly Reference Rate How often are records referred to which are: Seven to twelve months old \_ Thirteen to twenty-four months old twenty-five months and older 9. Annual Rate of Accumulation or Records Form 4998 (7-78)

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### APPLICATION FOR RECORDS RETENTION SCHEDULE

Form 4028 (7-78)

GEORGIA DEPARTMENT OF HUMAN RESOURCES
OFFICE OF ADMINISTRATIVE SERVICES
RECORDS MANAGEMENT UNIT

For instructions on completing this form contact DHR Records Management Unit, 47 Trinity Avenue, Atlanta, Georgia 30334. Phone - (404) 656-4976 GIST: 221-4983 1. GEORGIA DEPARTMENT OF HUMAN RESOURCES **ARCHIVES AND HISTORY** Application Number Commissioner Application Date Office of Regulatory Services November 21 Standards & Licensure Section Date Received Date Completed Apolication Number 618 Ponce de Leon Avenue, N. E. DEC 3 1 1979 NOV 2 7 1979 DHR-47 Atlanta, Georgia 30308 Telephone Number **Working Title** 2. Person to Contact Mr. F. E. Massengill Quality Assurance 894-5137 3. Action Requested b. Dispose of present accumulation; no further accumulation anticipated. - extend retention period to 6 years c. ☑ Amend Application No. 74-175-A Check One: ☑ Change; ☐ Supercede; ☐ Void 4. Detes of Series 5. Records Series Title (followed by title used in office; if different) **Earliest** Letest Medicare Medical Facilities Title XVIII Files What is the function of the Division and the Office in which this record series is created? 6. Division and Office Function This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. 7. Records Series Description Documents relating to: Included are: The file is arranged 8. Monthly Reference Rate How often are records referred to which are: One to six months old . Seven to twelve months old \_ Thirteen to twenty-four months old twenty-five months and older 9. Annual Rate of Accumulation or Records .i. ; Other *(Specify)* Letter-size drawers

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12 are approved. Iff disapproved, attach letter	State Augitor/	Opsignee A				101.6/
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AR-50-71; Rev. 76

### APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section. FOR RECORDS MANAGEMENT USE FOR AGENCY USE 1. Agency Address Application Date Application Number Georgia Department of Human Resources 74-175-Division of Physical Health - Medical October 8, 1976 Facilities Licensure & Certification Application Number Date Received Date Completed Unit - 618 Ponce de Leon Ave., N. E. DHR-121 **DCT 1 3 1976** Atlanta, Georgia 30306 OCT 1 8 1976 2. Person to Contact **Working Title** Telephone Number 894-5137 Chief, Licensure & Certification Unit Mr. Raymond J. Hereth 3. Action Requested 4. Establish Retention Schedule; record will continue to accumulate. to increase retenb. 

Dispose of present accumulation; no further accumulation anticipated. tion period Amend Application No. 74-175 5. Records Series Title (followed by title used in office; if different) 4. Dates of Series Earliest Latest MEDICARE MEDICAL FACILITIES FILE (TITLE XVIII) 6. Division and Office Function What is the function of the Division and the Office in which this record series is created? à màis i moi levonor - Boàrer moàtacher sid impàr son richmon mà This file contains the following documents (include form numbers and titles, if any): and any 7. Record Series Description Attach samples of the file. Documents relating to: Included are: File is arranged: 8. Monthly Reference Rate How often are records referred to which are: .; Seven to twelve months old \_\_\_\_\_; Thirteen to twenty-four months old \_\_\_\_\_ One to six months old. twenty-five months and older Annual Rate of Accumulation of Records Letter-size drawers \_\_\_ \_\_\_\_\_; Legal-size drawers \_ \_\_ ; Shelves \_\_ ; Other (specify)

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## Application for

GEORGIA RECORDS DISPOSITION STANDARD	BECORDS MARAGEMENT DIVISION
1 Application Date	
Department of Human Resources, Divn. of Physical Healt Medical Facilities Licensure and Certification Unit 618 Ponce de Leon Avenue Atlanta, Georgia 30308	Raymond J. Hereth  5. Working Tiele Chief  6. **el9****  6. **el9****  6. **el9****  6. **el9***  7. **el9***  6. **el9***  6. **el9***  7. **el9***  6. **el9***  7. **el9***  6. **el9***  7. **el9***  894-5137
	OSE OF PRESENT ACCUMULATION; URTHER ACCUMULATION ANTICIPAT
8. Earliest & Latest 9. Exact Series Title Dates of Series April, 1966 - to present MEDICARE MEDICAL FACILITIES FILE	- TITLE XVIII
What is the function of the office in which this record so The Division of Physical Health, headed by the Director, is direction and coordination of the Physical Health programs establishment of health standards for businesses, housing, throughout the State (Health Standards and Licensure); the residents of the State directed towards adults and childrendiagnosis and control of diseases (Disease Control); the solicensure of health facilities, along with the Cancer Assi	s responsible for the administration in the State. Included are the field operations and hospitals improvement of the health of the n (Physical and Dental); the upervision of construction and stance Program (Medical Care).
Medical Facilities Licensure and Certification Unit, throu and evaluation, determine the adequacy of facilties and se for the licensure and certification of hospitals, nursing laboratories, portable X-ray services, and rehabilitative Titles XVIII, XIX, and VI programs.	rvices in relation to requirements homes, home health agencies,
1. This file contains the following documents (include form	numbers and titles, if any,

and file arrangement).

Documents relating to the licensing of hospitals and nursing homes in Georgia which particip in the Medical Assistance Program - Title XVIII.

The luded are applications for participation as a medical provider, general correspondence, survey report forms, utilization review plans, transfer agreements, plans of correction of deficiencies, and other material relating to certification of the facility.

The file is arranged alphabetically by mame of facility

#### ATTACH SAMPLES OF THE FILE

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13. Is this the Record Copy of the series?	
14. Is there a duplication of this series in another office or agency?	[ ] [x]
15. Is the information contained in this series ever summarized or published?	[ ] [×]
Attach copy of summary or publication.  16. Does the series contain classified information requiring security handling?	[x] []
Confidential Section 1106 Social Security Act.  17. Does the series initiate, amend or terminate agency policies and procedures?	[x] [ ]
18. Could the function be performed if the files were lost or destroyed?  With extreme difficulty	[x] [x]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why?	[ ] [x]
20. Does the record series provide data as input to an EDP file?	[ ] [x]
21. Does the record series contain documentation produced as EDP printout?	[ ] [×]
22. Has the Federal Government issued instructions governing the retention/disposition of these files?  Title XVIII Social Security Act	.[x] []
23. Will there be a need for these records 10, 15 years from now? If yes, what?	[ ] [x
a.[]STATE b.[]STATUTE OF c.[]AUDIT d.[A]FEDERAL e.[]ALMINISTRATIVE f.[]HIS  LAW LIMITATION PERIOD LAW DECISION VAI  (Cite Law, Statute, or other reason for the retention requirement)  Title XVIII Social Security Act - Public Law 89-97.  This amendment requested by Department of Archives and History	
25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off a	t the end
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(Indicate briefly rationale for recommendations above/or write additional remo	u'K8):
Soores Management Officer (Signature) Date OTHER REQUIRED SIGNATURES	DATE
in paragraph 25 [] Approved [] Disapproved	5/01/74
are: Actate Augitor/Designee	1

Carroll

ant

6-14-24

STATE RECORDS COMMITTEE

| Secretary of State/Designee | Approved | Disapproved | Attorney General/Designee | Approved | Disapproved | Disa

PA

# Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & MISTORY
RECORDS NAMAGEMENT DIVISION

PAGE

	GEORGIA RECURDS DISTOSTITUM STATES	RECORDS NAVAGENTIT DIVISION
1. Application Date 4-18-72	front and reverse of this form. Sign original and two o	on of FOR RECORDS MANAGEMENT DIVISION USE opies Date Received Application No. Date Completed
2. Agency Application Bo. GDPH 9		
	partment of Public Health	Raymond J. Hereth

47 Trinity Avenue, S. W.
Atlanta, Georgia 30334

5. Working Title Program 6. Tel. To.

Management Officer 656-4685

7.ACTION REQUESTED

ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE.

DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

B. Therius: ve beces

April, 1966-Present

Medicare Medical Facilities File - Title XVIII

A medical facility in Georgia submits application to participate in a program as a provider of Medical Service to the elderly in hospitals, extended care facilities, home health agencies, independent laboratories, outpatient physical therapy clinics, and portable x-ray services. These facilities are surveyed by the Licensure Service to determine compliance with Federal and State standards. They are either approved or denied participation in the medical program based primarily on the recommendations of this Department to the Secretary of HEW.

DESCRIPTION OF SERIES - Include Form No. & Form Title, if any

This series consists of applications for participation as a medical provider, general correspondence, survey reports forms, utilization review plans, transfer agreements, plans of correction of deficiencies, and other material relating to certification of the facility. They are filed alphabetically by type of facility.

12. EQUIPMENT OCCUPIED	To. of Dravers	Cu. Ft. of Records		L .	Drawers	Cu. Pt. o	f Records
Letter-size File Drawers	14	21	ARBUAL RATE OF ACCUMULATION	14		21	
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In off	ice(=)	In Stores	e Area(s)
			By Annual Accumulation	This Year's	Lest Year's	Preceding Year's	All Prior
<del></del>			AVERAGE DAILY REPERESCES	23	5	0	0

,		PAGE	2 .
Ŷ	QUESTIONNAIRE flace an "x" in the proper column. If answer is "YES," please explain	YES	NO
13.	Is this the Record Copy of the series?	<b>[K]</b>	[]
	Is there a duplication of this series in another office or agency?	[]	[2]
15.	Area III has Xerox copy of material relating to its section Is the information contained in this series ever summarized or published?	[]	×
	Does the series contain classified information requiring security handling?  Confidential - Section 1106 Social Security Act  Does the series document policies and procedures of agency's operation or function?	[x]	[]
5	Could the function be performed if the files were lost or destroyed?  With extreme difficulty Is the series (or major portion of it) regularly microfilmed? If yes, why?	[3]	[] [x]
20.	Does the record series provide data as input to an EDP file?	[]	[]
21.	Does the record series contain documentation produced as EDP printout?	[]	[x]
22.	Is the series affected by Federal or grant funds?  Title XVIII Social Security Act	[3]	[]
23.	Will there be a need for these records 10, 15 years from now? If yes, what?	[]	[2]
25.	LAW LIMITATION PERIOD . LAW DECISION VALUE (Cite Law, Statute, or other reason for the retention requirement)  Title XVIII Social Security Act Public Law 89-97  AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at of each -[X] CALENDAR YEAR -[]FISCAL YEAR -[]OTHER	the er	
	A.[]Destroy immediately after cut off.  B.[AHold in current files area month(s)/Two(2) year(s), then:  1 []Destroy.  2 k]Transfer to records center; hold One(1) year(s), then:		
	a [x]Destroy.  b []Transfer historical material to Archives;  destroy remainder.  3 []Destroy after audit (or	ently	
t	a [x]Destroy.  b []Transfer historical material to Archives;  destroy remainder.  3 []Destroy after audit (or	s): l Sec	uri-
26.	a []Destroy.  b []Transfer historical material to Archives;  destroy remainder.  3 []Destroy after audit (oryear(s) after audit).  C.[]Hold in current files area indefinitely.  D.[]Hold in current files areayear(s), then transfer to Archives permane  E.[]Other  (Indicate briefly rationale for recommendations above/or write additional remarks position of these records is prescribed by the Central Office - Social y Administration - Baltimore, Md. See letter attached.  (ATTACH SAMPLES OF THE SERIES WHEN POSSIBLE)  Records Management Officery takes by  Records Management Officery takes by	s): l Sec	curi-
26. R	a [x]Destroy.  b []Transfer historical material to Archives;  destroy remainder.  3 []Destroy after audit (or	Secondary Date	curi-
26. R	a [Mostroy.  b []Transfer historical material to Archives;  destroy remainder.  3 []Destroy after audit (or	S Date	curi-
26. R	a [x]Destroy.  b []Transfer historical material to Archives;  destroy remainder.  3 []Destroy after audit (or	S Date	curi-